

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES**



PROCEDURE	
Subject: <i>Family Support Council</i>	Procedure No.: 2015-DDS-PR03
Responsible Program or Office: Developmental Disabilities Administration	Effective Date: March 12, 2015
	Number of Pages: 4
Date of Approval by Director: March 11, 2015	Expiration Date: N/A
Cross Reference, Related Policies and Procedures, and Related Documents: Authority to establish the Family Support Council can be found in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Official Code § 7-761.01 <i>et seq.</i>)	

1. PURPOSE

This procedure is established to guide the operations of the “Family Support Council” and establish meeting protocols for the group. The Family Support Council is established to provide recommendations and assist and advise the Department of Disability Services (DDS) and sister agencies on developing person and family-centered systems of support for families throughout the lifespan of their family members with intellectual and developmental disabilities

2. APPLICABILITY

These operating procedures shall apply to the Family Support Council organized by the DDS Director.

3. PROCEDURES

A. DUTIES OF THE FAMILY SUPPORT COUNCIL

The duties of the Family Support Council are to:

1. Gather input and develop a vision and guidelines for a coordinated system of Long Term Services and Support for support people with intellectual and/ or developmental disabilities (I/DD) and their families, across the lifespan;
2. Advise DDS and other agencies on the development, implementation, and delivery of services that support people with I/DD and their families, across the lifespan, and that reflect the support needs, hopes and preferences of people with I/DD and their families;
3. Advise on the need for and make recommendations on the potential establishment of a coordinated system of family support services for persons with developmental disabilities;
4. Identify and make recommendations for supports and services that are needed for families of children, youth and adults with I/DD, that will support people with I/DD to live with their families and be as independent as possible;
5. Make recommendations on implementation of person and family directed supports;
6. Advise on any changes that may be needed to support people with I/DD, with support from their families, to make as many decisions as they are able, about their own lives;
7. Upon request, participate in the review of agencies' governing statutes, regulations, policies, procedures and practices to make recommendations for changes so that the agency can better support people with I/DD and their families;
8. The Family Support Council shall endeavor to obtain widespread public input which may include sponsoring public forums, conducting focus groups, and creating committees;
9. Other responsibilities as identified by the Family Support Council and/ or the DDS Director.

B. ORGANIZATIONAL STRUCTURE, MEMBERSHIP AND MEETING REQUIREMENTS

1. The Family Support Council shall consist of eleven (11) voting members, of whom the majority are people with I/DD and their family members.
2. Members shall be appointed by the DDS Director. Members shall be appointed with the due consideration for representation by people with I/DD and their families and

advocates, subject matter experts, established non-profit and volunteer community organizations that support people with I/DD and their families, members of the public who have shown dedication to and knowledge of the needs of persons with I/DD and their families, as well as recommendations from the Family Support Council.

3. Voting members shall typically serve terms of two (2) years and may be reappointed for unlimited amount of terms. The initial members shall begin on the date of the first meeting/swearing in by the DDS Director and the initial voting members shall serve staggered terms i.e. six (6) people will serve for two (2) year terms and five (5) people who will serve for 1 year terms. When a vacancy develops, the DDS Director shall solicit applicants to fill the vacancy.
4. In addition to voting members, the Family Support Council shall consists of ex-officio non-voting members including the following agency Directors or their designees:
 - a. Department on Disability Services
 - b. Child and Family Services Agency
 - c. District of Columbia Public Schools
 - d. Department of Behavioral Health
 - e. District of Columbia Office on Aging, Aging and Disability Resource Center
5. The DDS Director shall appoint the initial Chair of the Committee and the person shall serve a two (2) year term. Subsequent Chairmanship shall be decided by majority vote of the Family Support Council members.
6. The Family Support Council shall operate by Robert's Rules of Order with modifications or recommendations to meeting operations approved by the Chair of the Council. The initial meeting of the Family Support Council shall be according to the following procedures:
 - a. Convene by invitation of the DDS Director in a space in the District of Columbia,
 - b. Quorum shall be represented by attendance of at least seven (7) of the appointed voting members,
 - c. The DDS Director shall Chair the initial meeting,
 - d. The DDS Director shall assign one person to take minutes,
 - e. The DDS Director shall assign one person to serve as facilitator,
 - f. Meeting shall be conducted by Robert's Rules of Order.
7. The Family Support Council shall meet at least six times per year.

- 8.** Members who miss more than 2 meetings per year may be removed upon recommendation by the Family Support Council to the DDS Director.
- 9.** DDS shall provide staff support and facilitate space for meetings and forums, with reasonable accommodations upon request, including meeting with members with I/DD, as needed, to help them prepare to fully participate in the meeting.
- 10.** The Family Support Council meetings and minutes shall be open to the public. Meeting dates shall be published on the DDS website.
- 11.** DDS shall maintain the records of meetings and forums.
- 12.** Voting members may be entitled to stipends in accordance with the DDS Stipends policy and procedure.